

Division of Adult Foster Care and
Home for the Aged Licensing

**Focused Onsite
Renewal Inspection**

INTRODUCTION

- February 2007, the AFC/HFA Licensing Division initiated the use of Notices of Finding (NOF) as the first step to improve our regulatory process
- The Focused Onsite Renewal Inspection (FORI) represents the second step in this process
- The FORI is an alternative to the standard license renewal inspection process

INTRODUCTION cont.

The FORI process was developed as the result of two years of collaboration between licensing staff and community stakeholders



INTRODUCTION cont.

The FORI process will be a holistic evaluation of the quality of resident life and care in AFC/HFA facilities

WHAT IS A FORI?

This new renewal inspection process will focus on interviewing and observing facility staff and residents



WHO Qualifies for A FORI?



- The FORI is designed for those facilities and homes that have had a history of statute and rule compliance
- Specific criteria have been developed to determine which facilities qualify for the FORI

Criteria to Qualify for a FORI

The FORI may be used for facilities that have met all of the following criteria during the last two regular license renewal periods:

- Full compliance or only violations that qualify for a NOF
- Full fire safety and environmental health approvals, or approval until next required onsite inspection

Additional Requirements

Licensee agrees to:

- Complete a rule compliance self-assessment within 6 months prior to the license expiration date
- Use the Department's onsite inspection worksheets for the self-assessment
- If applicable, develop a Corrective Action Plan
- The self-assessment and if applicable, the Corrective Action Plan must be available onsite
- Complete the online post-inspection questionnaire

Additional Requirements cont.

For AFC facilities only, the following number of residents must voluntarily be present during the focused onsite inspection:

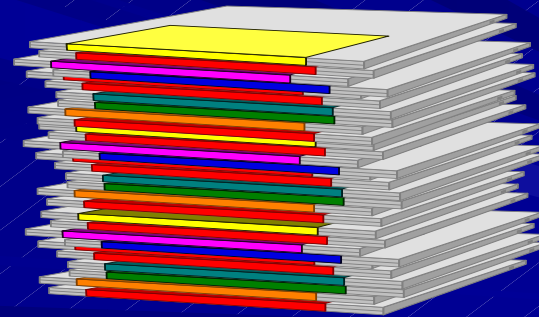
- Family or Small Group Home (1-6), 50% of census
- Medium Group Home (7-12), 50% of census or 5, whichever is less

Additional Requirements cont.

- Large Group Home (13-20), 50% of census or 9, whichever is less
- Congregate (20+), 50% of census or 20, whichever is less

How Will I Know a Facility Qualifies?

Approximately three months prior to the license expiration date, licensing staff will review the facility's licensing record to determine if the facility is eligible for a FORI



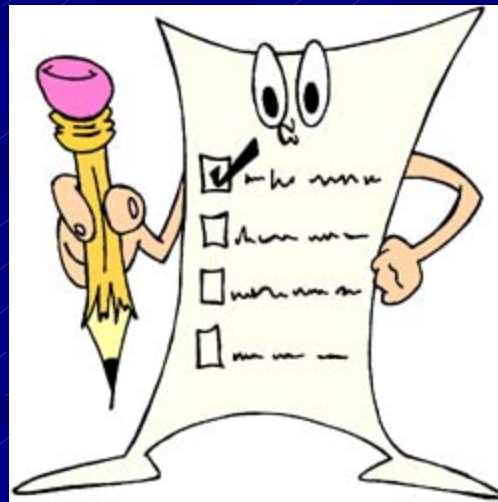
How Will I Know a Facility Qualifies? cont.

- Licensing staff will send the licensee written notification for those facilities that qualify. This will include a letter to be provided to AFC residents requesting their participation
- Participation in this process is voluntary

What's Next?

Prior to the onsite inspection the licensee must:

- Complete a rule compliance self-assessment for the selected facility using the Department's onsite inspection worksheets



Worksheets can be printed from
www.michigan.gov/afchfa



Licensing & Requirements

[Tutorial for Application Inquiries](#)

[Licensee/Applicant Rights](#)

[Original License Application Packet](#)

[Group Policy Content Worksheet](#)

[Fire Safety Inspections](#)

[Preparing for an On-Site Inspection](#)

(↑ **Worksheets**)

[AFC Group Home Technical Assistance](#)

[Handbook](#)

[Background Check Information](#)

What's Next? cont.

Prior to onsite inspection the licensee must:

- Complete and implement a corrective action plan, if applicable
- **AFC ONLY** - Complete and distribute letters to residents after the renewal inspection has been scheduled

Onsite Inspection

Licensing staff will:

- Review the facility's rule compliance self-assessment and, if applicable, its corrective action plan
- Inspect self-identified rule violation(s) addressed in the corrective action plan to assure rule compliance

Onsite Inspection cont.

Licensing staff will:

- Not cite self-identified violations that are in compliance at the time of the onsite inspection
- Conduct a general inspection of the facility, observing residents and staff, their interactions, and the general cleanliness and safety of the home environment

Onsite Inspection cont.

■ FOR AFC ONLY -

Conduct full fire safety inspection of facilities licensed for 6 or less, review fire drill records for all facilities, and Certification of Specialized Programs fire safety requirements.



Onsite Inspection cont.

Interview available residents, staff and others. Some interviews may take place privately.



Onsite Inspection cont.

Observe a medication pass, if possible



Onsite Inspection cont.

Observe a meal being prepared, served and/or eaten, if possible



Onsite Inspection cont.

NOTE:

If observations or interviews trigger any concerns, licensing staff may follow up with specific issue-related record review and/or interviews as appropriate. It is at the licensing staff's discretion to expand the scope of the inspection at any time including reverting to a standard onsite inspection, if appropriate.

Onsite Inspection cont.

- Licensees are expected to be in compliance with all applicable rules and statutes, even though licensing staff may not inspect every area

Onsite Inspection cont.

Licensing Staff will:

- Provide technical assistance and/or consultation as appropriate throughout the inspection
- Conduct exit conference

Post Inspection

- Licensees who have participated in a FORI are required to complete the online post inspection questionnaire
- Licensees who have participated in a standard renewal onsite inspection are requested to complete the online post inspection questionnaire
- This information will be used by the Department to improve our onsite inspection process

Contact Us

Contact Information

FOIA – Freedom of Information Requests

for The Office of Children and Adult Licensing

Online FOIA Submission Form

AFC/HFA Facility Feedback & Comments

AFC/HFA Licensee Inspection Feedback

(↑ **Post Inspection Questionnaire**)

Questionnaire

Complaints

Keep in Mind

- You may want to use the onsite inspection worksheets for self assessment whether or not you qualify for a FORI
- You are expected to be in compliance with all applicable rules and statutes, even though not all rule and statutory requirements are listed on the worksheets

Keep in Mind cont.

Even though this will not be a standard renewal inspection that normally includes resident and employee file reviews, you are expected to have resident, employee, and facility files available for review at the time of the onsite inspection



